

SECRET

STATISTICAL REPORT OF ISB ACTIVITIES
for July 1955

Visual Aids Section

1. Received a total of 28 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 127 items, including sketches, graphs, drawings, signs, posters, and display items, of which:
 - a. One project totalled 80 man-hours or more.
 - b. One project involved art work and the production of display-type and exhibit materials and devices.
3. Received a total of 8 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed still picture requests, 60 originals, totalling 47 prints.
 - b. Processed and developed 38 feet of opthalmograph film (35mm).

Editorial and Reproduction Section

1. Edited two special instructional projects; total pages, 42 (Guide cards).
2. Edited, typed, processed and distributed 17 administrative communications from Office of Director of Training.
3. Processed 36 requests through Printing Services Division/LO.
4. Reproduced internally, 59 requests from offices of OTR: 296 masters and/or stencils.

Audio Aids Section

1. Number of requests handled: 81 covering 107 items
2. Number of films procured: 77
3. Number of films projected: 54
4. Number of sound recordings made: 135 hours
5. Number of preventive maintenance checks made: 288
6. Number of emergency checks made: 18

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Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 216
- (b) Periodical charges: 367
- (c) Vertical file charges: 21
- (d) Inter-library loans ordered: 115
- (e) Inter-library loans received: 158
- (f) Books ordered: 193
- (g) Book received: 215
- (h) New periodicals received: 5
- (i) Classified materials ordered: 42
- (j) Classified materials received: 11
- (k) GUIDE requests processed: 56
- (l) Information reports scanned: 4200
- (m) Documents distributed (Vault): 681

2. Serviced the sub-library collections in the following volume:

(a) Library

Reference requests: 18
Research requests: 1
Book Accessions: 23
Document Accessions: 260

(b) Other Collections

Basic School

BOC: 2
Clerical Training: 1
Management Training: 7

Intelligence School

Reading Improvement: 1
World Communism: 5

Operations School

Language and External Training School 165

Assessment and Evaluation Staff 6

AB/SS/TR

Personnel: 2
Supply and Services: 1

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B. Reference, research and bibliographic functions

1. Processed 100 reference questions.
2. Processed 9 research requests totalling 34 man hours.
3. Conducted research and prepared 5 bibliographies, of which 2 were completed, and 1 annotated, totalling 100 entries and 44 man hours.
4. Published 2 issues of the GUIDE containing a total of 141 annotated items.

C. Translation Requests

1. arranged for the translation of 12 documents, books, etc., totalling 843 pages, in 3 different languages.

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